



**TOWN COUNCIL**  
**Budget Documents**  
**The Town of Capitol Heights**  
**FISCAL YEAR 2012-2013**  
**June 4, 2012**  
**BUDGET HEARING & ADOPTION**

**Presented by: Michelle Bailey-Hedgepeth**  
**Town Administrator**



# **Town of Capitol Heights**

Fiscal Year 2012-2013

## **Budget Outline**

1. Letter of Introduction
  - a. Town Administrator
2. Explanation of Funds
  - a. General Fund and Reserves
  - b. Grants
  - c. Sponsorships
3. Accomplishment and goals by department
  - a. Administration
  - b. Police
4. Budget Information
5. List of Budget Terms



June 2012

Budget Message – Michelle Bailey-Hedgepeth, Town Administrator

Honorable Mayor, Council and Residents of the Town of Capitol Heights,

I am proud to present to you the budget document for Fiscal Year 2012-2013. I realize that these have been challenging times for our Town and Nation. We face another challenging budget for 2012-2013; however, it has been my intent to maintain services.

When we started the budget process this year we were looking at a shortfall due to declining property assessments. Thank you for making some tough choices already and it is my hope that this draft will be an opportunity to start a conversation regarding the Council and resident funding priorities.

Sound fiscal decision making on all of our parts is helping us weather this crisis. I am focused on spending each dollar we get from taxpayers efficiently and effectively. I believe together we can find solutions to make this a better community. I have tried to make this process more accessible and understandable.

Enclosed is the Final Budget Document adopted June 4, 2012

Sincerely,

Michelle Bailey-Hedgepeth  
Town Administrator

# Budget Summary



TOWN OF CAPITOL HEIGHTS			
Budget proposal for FY ending June 30 2013			
<u>Budgeted</u> <u>Receipts for</u> <u>FY 2012- 2013</u>			
Receipts Description	Departmental Expenses Allocation		
Real Estate Taxes ( proposed tax increase )	\$1,054,000.00	Mayor & Council Budget	\$104,100.00
Personal Property taxes ( town billing - 2.0/2.50 )	\$171,040.00		
State Taxes	\$289,800.00		
Town Licenses & Permits	\$103,750.00	Administration Department	\$584,350.00
Federal,State & County Revenue	\$53,000.00		
Fedral,State & County Grants	\$811,000.00		
Police Department Revenues	\$76,000.00		
Other Revenues	\$346,500.00	Public Safety Department	\$756,500.00
Sale of Property	\$40,000.00		
Miscelleaneous Receipts	<u>\$14,600.00</u>	Neighborhood Department	<u>\$1,514,650.00</u>
Total Budgeted Revenue	<u>\$2,959,690.00</u>	Total Budgeted Expenses	<u>\$2,959,600.00</u>

## **Explanation of Funds**

### **General Fund and Reserves:**

The Town of Capitol Heights maintains a General Fund Account which contains the proceeds of all tax receipts, fees, fines, grants and sponsorship dollars. The Town maintains two town bank accounts which comprise the General Fund.

The Town's operating account is used to pay to the day to day expenses and the Town maintains a separate interest bearing account that has been referred to as reserve account. As part previous budgets the transfers from the two accounts appeared as expenses in this budget staff is suggesting that this should not be noted in this manner because funds are not being expended.

Management has developed a cash management program of which funds \$200,000 was transferred back to this interest bearing account in Fiscal Year 2011-12. It will be to transfer funds at year end to the interest bearing account.

### **Grant Funds:**

Grant funds in this budget have been noted as separate expenses in related departmental budget. Only grant dollars that have been awarded are noted in the budget. Future grants will be added as budget adjustments throughout the year.

### **Sponsorships:**

In March 2012, the Council adopted a formal sponsorship program. These funds will be credited to the General Fund to offset specific noted event and program expenses.

### **Personnel Staffing Chart**

This schedule depicts the staffing for various budgets and departments within the Town. Listed below includes FY 2011-12 budgeted staffing and proposed staffing for FY 2012-13. The numbers refer to Full Time Equivalents or FTE's. Some part time positions may be occupied by multiple employees throughout the year in the case of laborers and interns.

<b>FINAL 6/4/12</b> <b>TOWN OF CAPITOL HEIGHTS</b> <b>BUDGET PROPOSAL FOR FY ENDING JUNE 30 2013</b>						
Revenue	Line Item	Approved Budget FY 2011	Mid Year Approved FY 2012	Receipts as on Mar 31 2012	Proposed Budget FY 2013	Notes / comments FY 2013
<b>Real Estate Taxes:</b>						
Real Estate Taxes	4027	990,000.00	1,000,000.00	954,056.00	1,049,000.00	Constant Yeild .4619
Previous Years - taxes	4032	0.00	0.00	0.00	0.00	
PG County Tax Liens	4034	0.00	0.00	5,926.00	5,000.00	
		990,000.00	1,000,000.00	959,982.00	<b>1,054,000.00</b>	
<b>Personal Property Taxes ( Town Billing )</b>						
Personal Property taxes	4028	60,000.00	60,000.00	58,507.00	\$83,540	increase 2.0
Real Property ( Utilities )	4029	15,000.00	15,000.00	35,072.00	\$87,500	increase 2.50
		2,055,000.00	2,075,000.00	93,579.00	<b>171,040.00</b>	
<b>State Taxes:</b>						
Local Income Tax	4050	270,000.00	251,000.00	202,575.00	245,000.00	
Amusement Tax	4060	900.00	2,500.00	2,710.00	3,500.00	
Highway Users Taxes	4070	35,000.00	50,000.00	20,631.00	41,300.00	
		305,900.00	303,500.00	225,916.00	<b>289,800.00</b>	
<b>Town Licenses, Fees &amp; Permits</b>						
Asset Forfeiture	4108	1,000.00	0.00	2,886.00	1,000.00	
Franchise Fee	4100	50,000.00	55,000.00	34,503.00	45,000.00	
Business License	4110	12,500.00	30,000.00	16,705.00	25,000.00	
Rental License	4115	15,000.00	15,000.00	22,500.00	17,500.00	
Building Permits	4120	5,000.00	4,000.00	1,275.00	2,500.00	
Parking Permits	4130	1,000.00	500.00	0.00	750.00	
Cable Franchise Application	xx	0.00	0.00	0.00	5,000.00	New
Tipping Fee Rebate	4240	7,500.00	10,724.00	8,043.00	7,000.00	
		92,000.00	115,224.00	85,912.00	<b>103,750.00</b>	
<b>Federal, State &amp; County Shared Revenues:</b>						
State Aid For Police	4220	35,000.00	42,626.00	34,517.00	45,000.00	
Police Drug Grant	4250	0.00	0.00	0.00	0.00	
Police Grant for Over time	xx	0.00	0.00	0.00	3,000.00	
Office of Crime control	4522	0.00	0.00	0.00	5,000.00	
		35,000.00	42,626.00	34,517.00	<b>53,000.00</b>	

FINAL 6/4/12

**TOWN OF CAPITOL HEIGHTS**

Budget Proposal for FY ending June 30 2013

	Line Item	Approved Budget FY 2011	Mid year Approved Fy 2012	Receipts as on Mar 31 2012	Proposed Budget FY 2013	Notes / comments FY 2013
<b>Federal, State and County Grants:</b>						
Community Legacy FY 2011	4210	150,000.00	100,000.00	18,292.00	100,000.00	FY2011
PG Livable Community	4502	0.00	0.00	0.00	0.00	
Community legacy FY 2012	4507	15,000.00	100,000.00	16,451.00	200,000.00	FY 2012
CDBG- PY 37		0.00	0.00	0.00	311,000.00	
CDBG- PY 38		0.00	0.00	0.00	200,000.00	Esitmate
		165,000.00	200,000.00	34,743.00	<b>811,000.00</b>	
<b>Police Department Revenues:</b>						
Traffic Tickets / Citations	4320	20,000.00	15,000.00	11,286.00	15,000.00	
Red Light Cameras	4378	75,000.00	15,000.00	0.00	25,000.00	
Impounds	4321	2,500.00	1,000.00	10,889.00	15,000.00	
Code Enforcement	4322	1,000.00	1,200.00	575.00	1,000.00	
Fingerprints	4324	15,000.00	10,000.00	6,460.00	5,000.00	
Speed Cameras		0.00	0.00	0.00	15,000.00	
		113,500.00	42,200.00	29,210.00	<b>76,000.00</b>	
<b>Other Revenue:</b>						
Ad Valorem Fee	4300	75,000.00	75,000.00	75,000.00	0.00	NA
Refuse Collection	4310	240,000.00	250,000.00	250,000.00	300,000.00	
Previous Year Revenues	XXXX				25,000.00	
Interests & Dividends	4330	7,500.00	7,500.00	0.00	1,500.00	
Miscellaneous Receipts	4370	15,000.00	10,000.00	71,832.00	15,000.00	
Municipal Infractions	4375	500.00	0.00	0.00	0.00	Duplicate
Call A Bus	4380	3,000.00	3,500.00	3,122.00	5,000.00	
		341,000.00	346,000.00	399,954.00	<b>346,500.00</b>	
<b>Sale of Property :</b>						
Sale of Surplus property	4400	60,000.00	100,000.00	93,000.00	<b>40,000.00</b>	New RFP



TOWN OF CAPITOL HEIGHTS						
Budget proposal for FY ending June 30 2013						
Line Item	Approved Budget FY 2011	Mid Year Approved FY 2012	Receipts as on Mar 31 2012	Proposed Budget FY 2013	Notes / comments FY 2013	
<b>Miscelleaneous Revenue:</b>						
CH Hoops Classic	4515	0.00	1,500.00	1,720.00	2,500.00	
Safety Programs	4516	0.00	1,500.00	0.00	1,000.00	
CH Day Donations	4517	0.00	4,000.00	1,000.00	5,000.00	
Senior Program Fees	4518	0.00	500.00	0.00	100.00	
Sponsorship & Marketing	xxxx	0.00	0.00	0.00	5,000.00	
Donations	4325	1,000.00	1,000.00	0.00	1,000.00	
		969,000.00	883,900.00	2,720.00	14,600.00	
Total Budgeted Revenue	\$2,556,450.00	\$3,080,000.00	\$1,953,607.00			
Total Budgeted Revenue for FY ending June 30 2013					\$2,959,690.00	

TOWN OF CAPITOL HEIGHTS					
Budget proposal for FY ending June 30 2013					
Line Item	Approved Budget FY 2011	Mid Year Approved FY 2012	Receipts as on Mar 31 2012	Proposed Budget FY 2013	Notes / comments FY 2013
Grant Applications - Unsecured Funds					
KaBoom - Playgrounds	0.00	1,500.00	0.00	0.00	
Cheasepeak Bay Trust	0.00	1,500.00	0.00	20,000.00	
Community Legagcy 2013	0.00	0.00	0.00	250,000.00	
Community Playground (MD)	0.00	0.00	0.00	25,000.00	
	3,526,450.00	3,975,400.00	0.00	295,000.00	
Total Budgeted Revenue	\$2,556,450.00	\$3,080,000.00	\$1,953,607.00		
Other Revenue Carry over FY 2012				\$150,000.00	119 CH Blvd Remiburse

# Mayor and Council Budget



TOWN OF CAPITOL HEIGHTS						
Budget proposal for FY ending June 30 2013						
Budget Description	Line Item	Approved Budget FY 2011	Mid Year Approved FY 2012	Expenses as on Mar 31 2012	Proposed Budget FY 2013	Notes / comments FY 2013
Mayor & Council Budget:						
Salary & Social Security	5260	46700.00	46,700.00	35,128.00	<b>49,500.00</b>	
Council Travel & Conferences:						
Mayor's Travel	5250	2500.00	1,000.00	0.00	2,000.00	
MML Conferences	5275	9000.00	4,900.00	790.00	8,000.00	
Council Meeting Exp	5501	1000.00	1,000.00	0.00	1,000.00	
Council Travel Exp	5502	4000.00	2,500.00	396.00	2,500.00	
		16500.00	9,400.00	1,186.00	<b>13,500.00</b>	
Membership & Registration:						
MML Annual Membership	5276	4000.00	3,600.00	3,527.00	3,600.00	
Mayors Association Fees	5251	1500.00	300.00	195.00	500.00	
		5500.00	3,900.00	3,722.00	<b>4,100.00</b>	
Program & Events:						
Community Promotions	5070	4,000.00	5,000.00	3,557.00	5,000.00	
Donations & Contributions.	5100	4,000.00	2,000.00	1,200.00	2,000.00	
Senior Citizen's Support	5280	3,000.00	3,000.00	430.00	2,000.00	
Youth Program Support	5282	6,000.00	6,000.00	4,021.00	6,000.00	
School Donations	5568	0.00	1,500.00	0.00	1,000.00	
Hoops Classic Expenses	5491	0.00	1,500.00	270.00	1,500.00	
Capitol Heights Day	5045	500.00	5,000.00	487.00	10,000.00	
		17,500.00	24,000.00	9,965.00	<b>27,500.00</b>	
Council Expenses:						
Mayor's Expenses	5503	2500.00	3,500.00	1,780.00	2,500.00	
Council Expenses	5504	3000.00	1,500.00	82.00	3,000.00	
Cell Phones	5595	0.00	0.00	0.00	4,000.00	
		5500.00	5,000.00	1,862.00	<b>\$9,500.00</b>	
Mayor & Council Budget Total					<b>\$104,100.00</b>	

# Administration Budget



**Michelle Bailey-Hedgepeth**  
**Town Administrator**

## Departmental Accomplishments and Goals

### Administration Accomplishments Fiscal Year 2011-2012

- Completed Fiscal Year Audit FY 2010-2011 by December 2011
- Revised payment methods including the implementation of Purchasing Card process and policy
- Implemented new Town Website that includes:
  - Agenda Information and Minutes
  - Improved Job Postings and Applications
  - Calendars
  - More timely news and information
- Obtained Community Legacy funding for Fiscal Year 2012 in the amount of \$200,000 for property acquisition
- Partnered with Housing Initiative Partnership (HIP) on Community Legacy Funding and we have received \$150,000 in funding for Housing Acquisition
- Worked to complete projects from previous year EECBG (Energy Efficiency Community Block Grant) funds for lighting and green renovations totaling over \$130,000.00
- Implemented regular reporting to Council by the Town Administrator on Town Matters and developed weekly and Quarterly reports on progress.
- Improved financial reporting and created Cash Flow monthly reports to better predict bills and cash management.
- The Town has been recognized as Playful City USA
- Applied for grant funding for KaBOOM to improve Capitol Height Elementary School Playground
- Sought and obtained Funding for CDBG PY 38.
- Implemented RFP process to obtain new bids for services:
  - Engineering
  - Janitorial
  - Landscaping
  - Realtor Services
  - Demolition of 119 Capitol Heights

**TOWN OF CAPITOL HEIGHTS**

Budget proposal for FY ending June 30 2013

**Administration Department**

Budget Description	Line Item	Approved Budget FY 2011	Mid Year Approved FY 2012	Expenses as on Mar 31 2012	Proposed Budget FY 2013	Notes / comments FY 2013
<b>Salaries &amp; Benefits</b>						
Salary & Social Security	5010	265,000.00	285,000.00	228,606.00	280,000.00	
Health Insurance	5160	25,000.00	30,000.00	27,656.00	20,000.00	
Life Insurance	5223	750.00	1,000.00	758.00	1,000.00	
Payroll Services	5349	1,000.00	1,500.00	1,019.00	1,500.00	
Merrill Lynch - contribution	5367	2,500.00	2,500.00	1,760.00	3,000.00	
Merrill Lynch - fees	5369	300.00	300.00	0.00	300.00	
Unemployment Insurance	5535	10,000.00	20,000.00	18,057.00	7,500.00	
		294,550.00	320,300.00	259,799.00	313,300.00	
<b>General Expenses:</b>						
TA Expenses	5235	1,000.00	1,200.00	706.00	1,000.00	
Petty office expenses	5360	1,000.00	100.00	74.00	300.00	
Computer Supplies	5371	0.00	3,500.00	3,105.00	2000.00	
Professional Development	5380	2,500.00	1,500.00	832.00	1,000.00	
Cell Phones	5595	5,000.00	6,500.00	5,423.00	1,200.00	
Office Supplies	5340	7,500.00	8,000.00	5,418.00	7,000.00	
Christmas Party	5065	0.00	500.00	500.00	500.00	
Transfer to PNC Fund	5562				0.00	
		17,000.00	21,300.00	16,058.00	13,000.00	
<b>Building Expenses:</b>						
Building Repairs	5023	4,500.00	10,000.00	10,498.00	2,500.00	
Electricity	5115	6,000.00	6,000.00	4,453.00	5,000.00	
Gas - Heating	5149	2,500.00	2,500.00	2,015.00	2,000.00	
Office Furniture	5325	2,000.00	500.00	608.00	500.00	
Pest Control	5368	1,000.00	500.00	385.00	1,000.00	
Alarm Security	5430	600.00	1,500.00	507.00	1,500.00	
Telephone & Faxes	5490	7,500.00	6,000.00	5,538.00	3,500.00	
WSSC ( Water & Sewage )	5555	600.00	500.00	192.00	250.00	
		24,100.00	27,000.00	24,004.00	16,250.00	
<b>Call-A-Bus Expenses:</b>						
Salary - Call A Bus Driver	5010	0.00	0.00	0.00	25,000.00	
Gas & Oil - Vehicles	5150	5,000.00	5,000.00	1,588.00	2,500.00	
Vehicle Maintenance	5550	3,000.00	0.00	0.00	1,000.00	
Cell Phone ( Bus Driver )	5595	0.00	0.00	0.00	500.00	
Contingency / Call-A-Bus	5561	3,500.00	2,500.00	2,739.00	3,000.00	
		11,500.00	7,500.00	4,327.00	32,000.00	

**TOWN OF CAPITOL HEIGHTS**

Budget proposal for FY ending June 30 2013

**Administration Department**

Budget Description	Line Item	Approved Budget FY 2011	Mid Year Approved FY 2012	Expenses as on Mar 31 2012	Proposed Budget FY 2013	Notes / comments FY 2013
<b>Community Services:</b>						
Community Development	5063	0.00	0.00	0.00	0.00	
Liability Insurance - LGIT	5220	12,500.00	12,500.00	12,926.00	12,500.00	
Newsletter	5300	3,000.00	2,500.00	900.00	2,000.00	
Green Grant	5370	0.00	114,000.00	0.00	0.00	
		15,500.00	129,000.00	13,826.00	<b>14,500.00</b>	
<b>Administrative Services &amp; Related Expenses:</b>						
Accounting Services	5004	7,000.00	23,000.00	11,124.00	12,000.00	
Advertising	5006	5,000.00	8,000.00	4,699.00	4,000.00	
Audit Fees	5014	20,000.00	15,000.00	17,046.00	17,500.00	
Computer Tech Support	5080	11,000.00	8,000.00	5,931.00	8,000.00	
Equipment Rental	5130	5,500.00	12,000.00	9,960.00	12,000.00	Copier
Dues & Subscriptions	5110	2,000.00	2,250.00	2,039.00	2,300.00	
Economic Development	5112	35,000.00	40,000.00	27,902.00	40,000.00	
Legal Services	5210	45,000.00	50,000.00	36,211.00	45,000.00	
Miscellaneous Expenses	5270	0.00	0.00	0.00	12,000.00	Cable/Grants
Postage	5375	3,000.00	5,000.00	4,203.00	5,000.00	
		133,500.00	163,250.00	119,115.00	<b>157,800.00</b>	
<b>Miscellaneous Expenses:</b>						
Property Development	5581	1,000.00	500.00	0.00	2,000.00	
Real Estate Tax Abatements	5395	1,500.00	0.00	0.00	0.00	
Veteran's Day Expenses	5554	200.00	750.00	450.00	500.00	
Workmens Comp (IWIF)	5560	100,000.00	100,000.00	75,964.00	35,000.00	split
		102,700.00	101,250.00	76,414.00	<b>37,500.00</b>	
		<b>\$251,700.00</b>	<b>\$393,500.00</b>	<b>\$209,355.00</b>	<b>\$584,350.00</b>	

**Total Budgeted Expenditures  
for Mayor & council & Administration:**



# Police Budget



**Anthony Ayers**  
**Acting Police Chief**



## **Departmental Accomplishments and Goals**

### **Police Department Accomplishments Fiscal Year 2011-2012**

- Reduced the Crime rate in the Town
- Established protocols and procedures for officers
- Proactively worked with neighbors on community policing
- Begun Community Policing initiatives
  - Established Explorer Post
  - Held Successful Neighborhood Watch Training Session
  - Established Community Policing Programs
- Purchased new Fleet Vehicles to increase police presence throughout the Town
- Began Speed Camera Program
- Implemented enhanced patrols of the Community
- Successfully implemented and revised a portion of the General Orders
- Refreshed and repainted Police Department

TOWN OF CAPITOL HEIGHTS						
Budget proposal for FY ending June 30 2013						
Police Department						
Budget Description	Line Item	Approved Budget FY 2011	Mid Year Approved FY 2012	Expenses as on Mar 31 2012	Proposed Budget FY 2013	Notes / comments FY 2013
<b>Salary &amp; Benefits:</b>						
Salaries & Social Security	5410	500,000.00	428,000.00	343,235.00	458,000.00	
Salaries - Overtime	5347	9,000.00	10,500.00	11,563.00	5,000.00	Holidays
Salaries- Specail Pays	XXX	0.00	0.00	0.00	10,000.00	
Salaries -Police Grant	5378	0.00	5,000.00	3,700.00	3,000.00	Overtime Seat
Professional Development	5377	3,000.00	1,000.00	0.00	2,000.00	
Training - Police Officers	5518	8,000.00	4,000.00	2,763.00	3,500.00	
Health Insurance	5160	55,000.00	90,000.00	57,412.00	35,000.00	
Life Insurance	5223	1,500.00	1,000.00	1,230.00	1,500.00	
Merrill Lynch	5367	2,300.00	300.00	0.00	5,000.00	
Uemployment Insurance	5535	0.00	0.00	0.00	5,000.00	
		578,800.00	539,800.00	419,903.00	523,000.00	
<b>Public Safety Supports:</b>						
Ammunition	5011	5,000.00	5,000.00	2,055.00	2,500.00	
Computer Support	5080	2,000.00	4,000.00	2,933.00	4,000.00	
Office Supplies	5340	2,500.00	2,500.00	2,357.00	2,500.00	
Radio Repairs - police cars	5391	2,500.00	2,500.00	0.00	1,000.00	
Uniform Purchases	5529	9,000.00	15,000.00	12,260.00	6,500.00	
Uniform Cleaning	5530	5,000.00	6,000.00	3,771.00	5,000.00	
Telephone & Faxes	5490	6,000.00	9,000.00	6,849.00	2,500.00	
Vehicle Maintenance	5550	15,000.00	35,000.00	31,894.00	12,000.00	
Weapons	5557	3,000.00	8,000.00	6,497.00	2,000.00	
Cell Phones	5595	1,000.00	500.00	218.00	2,000.00	
Capital Outlay/Debt - Vehicles	5050	28,000.00	60,000.00	33,565.00	35,000.00	car loans
Vehicles - Gasoline	5150	17,000.00	27,000.00	19,961.00	20,000.00	
Payroll Services	5349	1,000.00	2,000.00	2,241.00	2,000.00	
Air Cards	5598	3,000.00	6,000.00	0.00	3,500.00	
		100,000.00	182,500.00	124,601.00	100,500.00	
<b>Building Expenses:</b>						
Building / Repairs	5023	2,000.00	10,000.00	4,911.00	2,500.00	
Electricity	5115	3,000.00	4,000.00	2,680.00	3,500.00	
Gas - Heating	5149	2,500.00	2,000.00	1,167.00	2,000.00	
Pest Control	5368	800.00	1,000.00	515.00	1,000.00	
Security Alarm	5430	600.00	1,500.00	781.00	1,000.00	
WSSC ( Water & Sewage )	5555	400.00	1,000.00	275.00	500.00	
		8,900.00	18,500.00	10,054.00	10,500.00	

TOWN OF CAPITOL HEIGHTS						
Budget proposal for FY ending June 30 2013						
Police Department						
Budget Description	Line Item	Approved Budget FY 2011	Mid Year Approved FY 2012	Expenses as on Mar 31 2012	Proposed Budget FY 2013	Notes / comments FY 2013
<b>General Expenses:</b>						
Office Equipment.	5119	1,000.00	4,000.00	2,323.00	3,000.00	
Safety Program	5226	0.00	1,500.00	156.00	500.00	Promo Material
Equipment Repairs / Rental	5130	3,500.00	4,000.00	1,776.00	4,500.00	
Dues & Subscription	5110	1,500.00	250.00	0.00	0.00	
Liability Insurance - LGIT	5220	30,000.00	25,000.00	24,930.00	30,000.00	
National Night Out	5224	1,000.00	500.00	500.00	500.00	Event
Police Chief's Expenses	5053	1,000.00	500.00	158.00	1,000.00	
Crime Watch	5092	500.00	1,000.00	234.00	500.00	
Red Light Camera Expenses	5411	0.00	1,000.00	831.00	2,000.00	
Workmen Comp ( IWIF)	5560	0.00	0.00	0.00	80,000.00	
		38,500.00	37,750.00	30,908.00	122,000.00	
<b>Total Expenditures</b>		<b>\$745,600.00</b>	<b>\$75,500.00</b>	<b>\$61,816.00</b>		
<b>Budgeted Expenditures for Police Department</b>					<b>\$756,000.00</b>	

# Neighborhood Services Budget



**Keith Credit**  
**Neighborhood Services Director**

TOWN OF CAPITOL HEIGHTS						
Budget proposal for FY ending June 30 2013						
NEIGHBORHOOD SERVICES DEPARTMENT						
Budget Description	Line Item	Approved Budget FY 2011	Mid Year Approved FY 2012	Expenses as on Mar 31 2012	Proposed Budget FY 2013	Notes / comments FY 2013
<b>Staff Salary &amp; Benefits:</b>						
Salary & Social Security	5410	130,000.00	190,000.00	126,045.00	195,000.00	
Salaries ( Overtime )	5347	0.00	0.00	0.00	0.00	
Health Insurance	5160	5,000.00	10,900.00	6,538.00	10,000.00	
Professional Development	5380	0.00	250.00	0.00	250.00	
Merrill Lynch - town contrib..	5067	500.00	0.00	0.00	500.00	
Unemployment Insurance	5535	15,000.00	14,200.00	7,740.00	5,000.00	
		<b>135,500.00</b>	<b>201,150.00</b>	<b>132,583.00</b>	<b>210,750.00</b>	
<b>Staff Support Expenses:</b>						
Dues & Subscription	5110	260.00	0.00	0.00	0.00	
Payroll Services	5349	500.00	750.00	1,021.00	1,000.00	
Special Projects	5451	30,000.00	5,000.00	335.00	4,000.00	
Uniform lease / cleaning	5530	1,200.00	500.00	144.00	500.00	
Cell Phones	5595	600.00	500.00	145.00	500.00	
Workmen comp ( IWIF)	5560	0.00	0.00	0.00	30,000.00	
		<b>32,560.00</b>	<b>6,750.00</b>	<b>1,645.00</b>	<b>36,000.00</b>	
<b>Building Expenses:</b>						
Building Repairs	5023	2,000.00	500.00	355.00	500.00	
Electricity	5115	1,200.00	1,200.00	878.00	1,000.00	
Gas - Heating	5149	500.00	500.00	163.00	250.00	
Janitorial	5163	10,000.00	5,500.00	5,009.00	6,500.00	
Pest Control	5368	0.00	750.00	0.00	0.00	
Security Alarm	5430	840.00	1,200.00	606.00	750.00	
Telephone - land line	5490	800.00	1,000.00	565.00	550.00	
WSSC ( Water & Sewer )	5555	200.00	1,000.00	60.00	150.00	
		<b>15,540.00</b>	<b>11,650.00</b>	<b>7,636.00</b>	<b>9,700.00</b>	

TOWN OF CAPITOL HEIGHTS						
Budget proposal for FY ending June 30 2013						
NEIGHBORHOOD SERVICES DEPARTMENT						
Budget Description	Line Item	Approved Budget FY 2011	Mid Year Approved FY 2013	Expenses as on Mar 31 2012	Prposed Budget FY 2013	Notes / comments FY 2013
<b>Fleet Services:</b>						
Gas & Oil	5150	1,200.00	4,000.00	1,772.00	4,000.00	
Vehicle Maintenance	5550	6,000.00	7,000.00	3,817.00	3,000.00	
Capitol Outlay/Debt	5050	7,000.00	10,000.00	5,874.00	8,000.00	truck loan
Liability Insurance - LGIT	5220	12,500.00	10,000.00	9,091.00	11,000.00	
		26,700.00	31,000.00	20,554.00	26,000.00	
<b>Grant Funded Projects &amp; Trash Pickup</b>						
CDBG PY 37	5065	150,000.00	311,000.00	0.00	311,000.00	
Community Legacy Exp	xx	0.00	0.00	0.00	300,000.00	FY 2011 & 12
Sanitation ( Trash Pick Up )	5420	250,000.00	287,000.00	169,852.00	280,000.00	
CDBG PY 38	5065	0.00	0.00	0.00	200,000.00	estimate
		400,000.00	598,000.00	169,852.00	1,091,000.00	
<b>Maintenance Items:</b>						
Equipment & Tools	5119	2,500.00	3,500.00	589.00	2,200.00	
Equipment - Repairs	5122	250.00	500.00	444.00	1,500.00	
Landscaping Services	5165	25,000.00	15,000.00	10,753.00	17,000.00	
Landfill Charges	5195	5,000.00	2,500.00	2,084.00	3,500.00	
Materials & Supplies	5240	1,000.00	10,000.00	8,193.00	8,000.00	
Mosquito Control	5280	0.00	400.00	0.00	1,000.00	
Speed Humps	5379	5,000.00	3,500.00	0.00	3,000.00	
Signage - Traffic	5435	1,000.00	7,000.00	5,461.00	2,500.00	
Snow & Ice Removal	5440	15,000.00	15,000.00	6,647.00	15,000.00	
Street Light ( Electricity )	5470	50,000.00	55,000.00	40,960.00	60,000.00	
Street Maintenance	5480	10,000.00	10,000.00	9,000.00	16,000.00	
Tree Cutting / Removal	5516	7,500.00	5,000.00	875.00	10,000.00	
Storage Space Rental	xxx	0.00	0.00	0.00	1,500.00	
		122,250.00	127,400.00	85,006.00	141,200.00	
<b>Total Expenses</b>		\$975,650.00	\$1,125,650.00	\$465,818.00		
<b>Total Budgeted Expenditures for Neighborhood Department:</b>					<b>\$1,514,650.00</b>	

# List of Budget Terms

## **Adopted Budget**

The Town's financial plan for the fiscal year beginning July 1. The budget is required by law to be approved by the Town Council. The legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in the amount and as to the time when it may be expended. It is the act of appropriation that funds the budget.

## **Assessed Value (Tax Assessments)**

A valuation set upon real estate or other property by a government as basis for levying taxes. Taxable valuation is calculated from an assessed valuation. The assessed value is set by the State of Maryland.

## **Capital Outlay or Capital Equipment**

Items such as office furniture, fleet equipment, data processing equipment, and other operating equipment with a unit cost of \$750 or more. This line item also covers the debt service and payment.

## **Charge for Services and Fees**

Charges for a specific governmental service which cover the cost of providing that service to the user (e.g.- building permits, rental licenses, and other fees)

## **Fiscal Year**

A twelve-month period of time to which the annual budget applies. At the end of this time, a governmental unit determines its financial position and the results of its operations. The Pinellas County fiscal year begins on July 1 and ends on June 30 of the subsequent calendar year.

## **Fund**

An accounting entity with a complete set of self balancing accounts established to account for finances of a specific function or activity. The resources and uses are segregated from other resources and uses for the purpose of carrying on specific activities or attaining specific objectives in accordance with special regulations, restrictions, or limitations.

## **Funding Sources**

The type or origination of funds to finance ongoing or one-time expenditures. Examples are ad valorem taxes, user fees, licenses, permits, and grants.

## **General Fund**

This fund accounts for all financial transactions except those required to be accounted for in other funds. The fund's resources, ad valorem taxes, and other revenues provide services or benefits to all residents of the Town of Capitol Heights.

**Operating Budget**

The operating budget includes appropriations for recurring and certain one-time expenditures that will be consumed in a fixed period of time to provide for day-to-day operations (e.g., salaries and related benefits; operating supplies; contractual and maintenance services; professional services, and software).

**Taxes**

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

**Taxable Value**

The assessed value of property minus any authorized exemptions. This value is used to determine the amount of property (ad valorem) tax to be levied.

**Transfers**

Because of legal or other restrictions, monies collected in one fund may need to be expended in other funds. This is accomplished through Transfer-In (a source of funds) for the recipient fund and an equal Transfer-Out (a use of funds) for the donor fund. When this movement occurs between different funds, it is known as the Interfund Transfer.





**Town of Capitol Heights – Mayor and Council 2010-2014**

Kito A. James, Mayor

Marnitta King, Council Member - Mayor Pro Tempore

Renita Cason, Council Member

Monique Hunter, Council Member

Victor James, Council Member

Tamil Perry, Council Member

Kenneth Vinson, Council Member

**Town Administration**

Michelle Bailey-Hedgepeth, Town Administrator

Kenneth Young, Interim Assistant Town Administrator